
Spokane Community Colleges – District 17

Agency: 676

Audit Report: 2003 Individual Audit Report

Finding Number: 6412-01

Finding: Public funds were misappropriated by a maintenance employee in the District's Facilities Department.

Resolution/Status: Finding of fraud. Refer to page 90.

Spokane Community Colleges – District 17

Agency: 676

Audit Report: 2003 Higher Education System Report

Finding Number: 03-04

Finding: The Automotive Department at Spokane Community College does not have internal controls sufficient to protect public resources from abuse, misuse or misappropriation

Resolution/Status: The College has taken the following corrective action:

Cash Receipting:

- ⌘ Cash receipting is assigned exclusively to the stockroom attendant lead position. This individual operates the cash register and performs daily reconciliations of sales receipts to the actual checks and currency received.
- ⌘ All receipts are now deposited intact daily at the cashier's office. The deposit is supported by and reconciled to the detail cash register tape.
- ⌘ All overages and shortages are monitored timely and the circumstance for overage/shortages, if any, is documented.
- ⌘ Two identifying numbers are used in the receipting process: one is the repair order number and the other is the cash register transaction number. A reconciling worksheet is prepared to balance the repair order to the cash register receipt.

Billing and Write-Offs:

- ⌘ Formal notification of the Department's increase from 12 percent to 30 percent in the mark-up over purchase price has been submitted to the College administration and the District office.
- ⌘ All unpaid invoice issues are forwarded to the District Business office for appropriate collection procedures.
- ⌘ Procedures are now in place to prevent the release of a repaired vehicle to the customer without full payment. At the time the work order is assigned and the vehicle has been received for repair, the Department takes possession of the ignition keys. The keys are maintained in a secure location and not released to the owner until the work order is complete and full payment for the work is received. This procedure is monitored by the stockroom attendant lead.

Special Privileges:

- ⌘ Presently all persons pay the same mark-up price for parts. There are no exceptions.

Payroll/personnel:

- ⌘ The Department has been reminded of the requirement to report all volunteers to the District Payroll Office to ensure proper reporting to the Department of Labor and Industries. The Dean of Instruction for Technical Education will monitor the Department for compliance with this requirement.

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